



# PURCHASE ORDER

**PO Number: 303-2-0318**

*Requisition Number: 303-2-00674*

**Order Date: 10/29/2021**

**Released**

**DUE TO COVID-19 AND TFC'S COMMITMENT TO TIMELY PAYMENT,  
PLEASE SUBMIT INVOICE ELECTRONICALLY TO:**

accountspayable@tfc.state.tx.us

**IF INVOICE IS MAILED, DELAYS MAY OCCUR.**

TEXAS FACILITIES COMMISSION

FISCAL MANAGEMENT / ACCOUNTS PAYABLE

P.O. BOX 13047 Austin, Texas 78711-3047

## Delivery Location

Other  
State Surplus Store  
6506 Bolm Road  
Attn: Elyzabeth Perkins  
Austin, TX 78721

**Show numbers on all papers and packages**

## Referenced Source or Vendor

17513685697  
Marfield, Inc.  
1225 E Crosby Road  
Suite B1  
Carrollton, TX 75006  
Andrea Rowe  
Phone:972-323-1448, Fax:  
andrea\_rowe@marfield.com

Qty. 3,500: 1-Sided, Color Business Cards  
Qty. 2,500: 2-Sided, State Surplus Store Info Cards with Map  
Qty. 2,500: 2-Sided, Federal Surplus Store Info Cards with Map  
Qty. 2,500: 2-Sided, State and Federal Surplus Store-Combo Info Cards

## Description

Price Per Attached Email Dated 10/20/2021.

TFC Contact:  
Elyzabeth Perkins  
512-463-9709

## Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Business cards for Kristy Fierro 1-sided, color, Qty: 500 See attached example.	1	Box (500)	\$53.80	10/29/2021	1/31/2022	\$53.80

**NIGP Class: 966**

**NIGP Item: 07**

**Object Class: 273**

**Reimbursement Type:** Not Reimbursable

**Notes:** \*\*Split evenly between org codes:

0330, 0317, 0319

Business cards for Megan Sim

1-sided, color, Qty: 500

See attached example.

**NIGP Class:** 966

**NIGP Item:** 00

**Object Class:** 273

**Reimbursement Type:** Not Reimbursable

**Notes:** \*\*Split evenly between org codes:

0330, 0317, 0319

Business cards for Elyzabeth Perkins

1-sided, color, Qty: 1000

See attached example.

**NIGP Class:** 966

**NIGP Item:** 07

**Object Class:** 273

**Reimbursement Type:** Not Reimbursable

**Notes:** \*\*Split evenly between org codes:

0330, 0317, 0319

Business cards for Marc Jessie

1-sided, color, Qty: 500

See attached example.

**NIGP Class:** 966

**NIGP Item:** 07

**Object Class:** 273

**Reimbursement Type:** Not Reimbursable

**Notes:** \*\*Charge to org code 0319

Business cards for Jon Smart

1-sided, color, Qty: 500

See attached example.

**NIGP Class:** 996

**NIGP Item:** 07

**Object Class:** 273

**Reimbursement Type:** Not Reimbursable

**Notes:** \*\* Charge to org code 0317

Business cards for Matthew Coy

1-sided, color, Qty: 500

See attached example.

**NIGP Class:** 966

**NIGP Item:** 07

**Object Class:** 273

**Reimbursement Type:** Not Reimbursable

**Notes:** \*\*Charge to org code 0330

State Surplus Store info card with map

2-sided, color, Qty: 2,500

See attached example

**NIGP Class:** 966

**NIGP Item:** 07

**Object Class:** 273

1	Box (500)	\$53.80	10/29/2021	1/31/2022	\$53.80
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1	Box (1000)	\$72.45	10/29/2021	1/31/2022	\$72.45
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1	Box (500)	\$53.80	10/29/2021	1/31/2022	\$53.80
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1	Box (500)	\$53.80	10/29/2021	1/31/2022	\$53.80
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1	Box (500)	\$53.80	10/29/2021	1/31/2022	\$53.80
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1	Box (2,500)	\$154.50	10/29/2021	1/31/2022	\$154.50
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**Reimbursement Type:** Not Reimbursable

**Notes:** Second side of card not an additional charge.

**\*\*Charge to org code 0330**

Federal Surplus info card w/maps

2-sided, color, Qty: 2,500

See attached example

**NIGP Class:** 966

**NIGP Item:** 07

**Object Class:** 273

**Reimbursement Type:** Not Reimbursable

**Notes:** Second side of card not an additional charge.

**\*\*Split evenly between org codes 0317 & 0319**

State & Federal Surplus-combo info card

2-sided, color, Qty: 2,500

See attached example

**NIGP Class:** 966

**NIGP Item:** 07

**Object Class:** 273

**Reimbursement Type:** Not Reimbursable

**Notes:** Second side of card not an additional charge.

**\*\*Split evenly between org codes 0317,0319,0330**

1	Box (2,500)	\$154.50	10/29/2021	1/31/2022	\$154.50
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1	Box (2,500)	\$154.50	10/29/2021	1/31/2022	\$154.50
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**\*\*PROCUREMENT\*\*** This is the contracted vendor for business cards; however, this is a NON-CONTRACT purchase since our needs exceed the scope of the contract in place.

Vendor will allow PO and there are no additional shipping charges because it is already included in price.

Note to approvers: Need to get this requisition approved ASAP because we do not have any info cards to give to customers/donees.

**Grand Total \$804.95**

Questions or concerns regarding this transaction or service should be directed to: Texas Facilities Commission Procurement Division, Phone: (512)463-0209 or FAX: (512)236-6164 (The mailing address for the Texas Facilities Commission is at the top of this purchase order.)

<b>Agency</b>	TFC
<b>Fiscal Year</b>	2022
<b>Division</b>	Executive
<b>Program</b>	Surplus Property - Federal/State
<b>Phone</b>	5124639709
<b>Org Code</b>	0330 - State Surplus Property
<b>Type of Purchase/PCC Code</b>	'E' Purchases of commodities/services when the total amount is between \$0.00 - \$5,000.00
<b>Work Order Number</b>	n/a

ALL TERMS AND CONDITIONS SET FORTH IN OUR BID INVITATION BECOME A PART OF THIS ORDER. VENDOR GUARANTEES MERCHANDISE WILL MEET OR EXCEED SPECIFICATIONS IN THE BID INVITATION.

**Invoicing Standards**

To facilitate payments from Texas Facilities Commission please follow the invoicing standards set forth below.

The invoice should include, but is not limited to including:

- (1) the vendor's mailing and e-mail (if applicable ) address;
- (2) the vendor's telephone number;
- (3) the name and telephone number of a person designated by the vendor to answer questions regarding the invoice;
- (4) the state agency requisition number;
- (5) the state agency's name, agency number, and delivery address;
- (6) the commission's purchase order number, if applicable;
- (7) the contract number or other reference number if applicable;
- (8) a valid Texas Identification Number (TIN) issued by the Comptroller of Public Accounts;
- (9) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;
- (10) unit numbers corresponding to the original order; and
- (11) other relevant information supporting and explaining the payment requested or identifying a successor organization to an original vendor, if necessary.

**FOB DESTINATION CASH DISCOUNT: 0% 0 DAYS.**

**TEXAS FACILITIES COMMISSION INTERNAL PURCHASING**

PURCHASER: \_\_\_\_\_

Jordan, Michelle - CTCD,

**(IN ACCORDANCE WITH YOUR BID, SUPPLIES MUST BE PLACED IN THE AGENCY RECEIVING ROOM IN DAYS FROM RECEIPT OF ORDER.)**

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Tex. Tax Code § 151.309 (1993), for purchase of tangible property described in this purchase order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

[.\(Show Terms And Conditions...\)](#)